

18 JUN 1972

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2002/05/10 : CIA-RDP76-00883R000100140014-8

12 June 1972

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support

SUBJECT : Appointments for Directorate Information Control

REFERENCE : Memo from Exec Dir-Comp to Deputies dtd 26 May '72,
Subj: Information Control -- Archives, History, and
Records

1. The referent memorandum outlines a course of action to solve three elements of Information Control in the Agency. In accordance with that plan I will appreciate receiving from you by 1 July the name of the senior officer you have identified to serve as your Directorate Archivist, Records Management Officer, and representative to the Records Management Board.

2. In the event the officer you appoint will serve only part-time in this capacity, please include the name of the officer you have assigned to serve full time as his Technical Assistant.

/s/

W. E. Colby
Executive Director-Comptroller

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